

## **2 FAM 1240 LEGISLATION**

*(TL:GEN-1030; 05-16-1977)*

### **2 FAM 1241 DEVELOPMENT OF LEGISLATIVE PROPOSALS**

*(TL:GEN-1030; 05-16-1977)*

- a. Department officers notify the office of the Assistant Secretary for Congressional Relations as soon as they have determined the need for new or modified legislative authority, and consult with it regarding the substance and presentation of proposed legislation.
- b. The office of the Assistant Secretary for Congressional Relations advises initiating officers of any additional information and assistance required to facilitate consideration of the legislation from the congressional relations policy viewpoint and as to the timing and method of presentation to the Congress. Upon request, the Office of the Legal Adviser drafts legislation or assists another office in the drafting.

### **2 FAM 1242 CLEARANCE**

*(TL:GEN-1030; 05-16-1977)*

- a. Legislative proposals (exclusive of appropriation language) originating within the Department and those referred to the Department from outside are routed for Department clearance to the office of the Assistant Secretary for Congressional Relations. This office coordinates the clearance process to insure that all appropriate offices review such legislative proposals, including draft and pending legislation, and enrolled bills. Those with management and administrative implications are cleared with Office of the Deputy Under Secretary for Management.
- b. For the purpose of this section, administrative and management implications of legislation means any provisions which will
  - (1) require in any way the functions, organization structure or work procedures of the Department,

- (3) affect the workload of any unit of the Department,
- (4) require additional supplies, materials, space or communications equipment, or
- (5) commit administrative service functions of the Department.

## **2 FAM 1243 APPROVAL**

*(TL:GEN-1030; 05-16-1977)*

The Assistant Secretary for Congressional Relations refers legislative proposals to the Secretary, Deputy Secretary, and Under Secretary, or the Deputy Under Secretary for Management for approval, or transmits such proposals directly if in his discretion higher approval is not required.

## **2 FAM 1244 SUBMISSION**

*(TL:GEN-1030; 05-16-1977)*

No official of the Department other than the Assistant Secretary for Congressional Relations, transmits any proposed legislation (exclusive of appropriation language) to the Office of the Management and Budget, the President, the Congress or any individual Senator or Representative. Such transmissions are made by the Assistant Secretary for Congressional Relations in accordance with the procedures established in section 2 FAM 1243.

## **2 FAM 1245 INFORMAL ASSISTANCE TO THE CONGRESS**

*(TL:GEN-1030; 05-16-1977)*

Department officials who receive informal requests from members of Congress, or from committee staff members, to assist them in the drafting of legislative proposals seek the advice of the Assistant Secretary for Congressional Relations, and they also keep other appropriate areas fully informed.

## **2 FAM 1246 BUDGET REQUESTS FOR DEPARTMENTAL APPROPRIATIONS**

*(TL:GEN-1030; 05-16-1977)*

Responsibility for preparation of all budget submissions for congressional consideration and liaison with Congress on matters related to formulation and presentation of budget estimates is assigned to the budget presentation element reporting to the Deputy Under Secretary for Management.

## **2 FAM 1247 THROUGH 1249 UNASSIGNED**